United Nations ST/IC/2010/28

Secretariat

24 September 2010

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **United Nations sabbatical leave programme for 2011**

1. The purpose of the present information circular is to invite staff to apply for the sabbatical leave programme in 2011 in accordance with the provisions of administrative instruction ST/AI/2000/4 of 5 April 2000.

Eligibility

2. Administrative instruction ST/AI/2000/4 defines the conditions under which staff members may be granted sabbatical leave. For purposes of eligibility for the 2011 sabbatical leave programme, section 2 of instruction ST/AI/2000/4 provides that the programme is "open to United Nations staff members with five years of service with the Organization and who are expected to serve for no less than two years after the completion of the sabbatical leave".

Selection of institution

3. Interested staff members are responsible for identifying the institution or organization in which they propose to carry out their research or study project and for securing their acceptance by that institution or organization. In addition to universities and independent institutions worldwide, including participating research and training centres of the United Nations University and institutions that are members of the Academic Council on the United Nations System, research or study projects may also be pursued in other relevant organizations and institutions. Staff members may wish to consult the list of institutions that are members of the Academic Council on the United Nations System contained in annex II to the present circular and the list of participating research and training centres of the United Nations University contained in annex III.

* Expiration date of the present information circular: 31 December 2011.

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Application procedures

4. Each application must include the following documents:

(a) Application form contained in annex I to the present circular;

(b) Proposal describing the research project;

(c) Written endorsement by the head of department or office or chief mission support responsible for the work of the applicant during the proposed research or study project, which must be attached;

(d) Two signed letters of recommendation;

(e) Written correspondence on potential acceptance from the proposed sabbatical institution.

As part of the United Nations Greening Initiative, all applicants are encouraged to submit all of the above documents electronically. Applicants from offices away from Headquarters should submit applications through their respective head of department or office or chief mission support. Applicants from United Nations Headquarters can submit applications directly to the Office of Human Resources Management with all supporting documentation. All applications should be directed to Mr. Benson Bao (bao2*@*un.org). Applicants at mission locations or duty stations where the Internet is not adequately available can submit paper applications via their head of department or office or chief mission support to the Officer-in-Charge, Sabbatical Leave Programme, Room M-14033E, Learning, Development and Human Resources Services Division, Office of Human Resources Management, United Nations, New York, NY 10017. All applications should be received by 19 November 2010. For offices away from Headquarters, applications received directly from applicants will not be considered.

5. The proposal, which should not exceed four pages, should contain the following information:

(a) Title of the research or study project;

(b) Field of the research or study project;

(c) Rationale for the research or study project;

(d) Relationship of the research or study project to the work of the individual and to the work of the Organization;

(e) Outline of topic or topics to be covered;

(f) Study or research activities;

(g) Detailed methodology;

(h) Schedule of work of the research or study project, with an indication of any preparatory work already accomplished;

(i) Usefulness of the expected outcome of the research or study project and its practical implications for the individual and the Organization.

Applicants should indicate in the application form the name and address of the institution or organization in which they wish to carry out their research or study

project, specifying the type of support services and facilities that the institution or organization is prepared to provide during the period of the sabbatical leave.

6. All proposals will be evaluated by a selection committee on the basis of the criteria set out in administrative instruction ST/AI/2000/4. The terms of the proposal shall be binding for the staff member. Late or incomplete applications will not be considered. Applicants should review and check the appropriate boxes on the Application Checklist at the end of the present information circular **before** submitting an application.

7. Each applicant and his/her head of department or office or chief mission support will be informed of the decision of the Selection Committee regardless of the result of the application. The selected staff members will be requested to accept in writing the specified conditions of the award.

8. The application form contained in annex I is also available online in English and French (United Nations Intranet — Forms) as form P.298 (9-10)-E or -F (the English version is annexed).

Annex I

Sabbatical leave programme application form

For 2011

Applicants from offices away from Headquarters should submit ap
through their respective head of department or office or chief missio
Applicants from United Nations Headquarters can submit applications
the Office of Human Resources Management with all supporting documen
applications should be directed to Mr. Benson Bao (bao2@un.org). Ap
mission locations or duty stations where the Internet is not adequately av
submit paper applications via their head of department or office or chi
support to the Officer-in-Charge, Sabbatical Leave Programme, Room
Learning, Development and Human Resources Services Division, Office
Resources Management, United Nations, New York, NY 10017. All ap
should be received by 19 November 2010. For offices away from Hea
applications received directly from applicants will not be considered.

A. Personal information

Name (last, first, middle initial) _____

Functional title field of work _____

Category/level _____ Type of contract _____

Contract expiration date _____

Department/division/office _____

Name of approving head of department or office
or chief mission support (Director or above) _____

Functional title of endorser _____ Category/level of

Duty station _____

Telephone _____ E-mail _____

Entry on duty (EOD): Secretariat _____ EOD: Present duty sta

Title of proposed research or study project _____

Have you applied for sabbatical leave before? (please circle) Y / N If yes, when? _____

B. Background

1. Relevant work experience. Please indicate any professional e
ability to carry out your proposed research or study project.

2. University studies

Degree	*University country*	*Area of study*

3. Recommendations: two letters of recommendation must be
obtained from professionals, within or outside the United Nations, wh
and are in a position to appraise your ability to carry out the resear
proposed and to attest to your ability to undertake independent work
the names, titles and institutional affiliations of the professionals wh
of recommendation. These letters are only valid for a year. Letters wr
not acceptable. Please include the letters in your application and s
application materials.

Name	*Titles*	*Inst*

4. If relevant, please indicate below your teaching and/or research
your publications, if any (attach an additional sheet if necessary).

☐ Teaching ☐ Research ☐ Publ

Date	*Subject matter*	*Inst*

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C. Placement

5. Please indicate the name and address of the institution or organization in which you w carry out your research or study project. Please attach copies of any preparatory correspon between you and the institution, relevant to the proposed research or study project.

Name of institution/organization	*Address*

6. Which of the following services and/or facilities, if any, is the institution willing to prov you during the period of your sabbatical leave (check as applicable):

- ☐ Adviser
- ☐ Office space
- ☐ Communication facilities (fax, telephone, computer)
- ☐ Other _____

N.B. Please keep in mind that, if selected, you are responsible for finalizing arrangements thus far and for carrying out any related administrative work.

_____ _____

Signature of staff member Date

Reminder: A written endorsement by the head of your department or office or chief mi support must be attached.

Annex II

Institutional members of the Academic Council on the United Nations System

Academic Platform Switzerland UN

Bard Center for Environmental Policy

Citizens for Global Solutions

Dag Hammarskjold Foundation

Department of Political Science, Lund University

Development and Peace Foundation

Düsseldorf Institute for Foreign and Security Policy (DIAS)

Environmental Ambassadors

European Association of Development Research and Training Institutes (EADI)

Friedrich Ebert Stiftung (FES)

Geneva Centre for Security Policy

Georgia College and State University

German Development Institute (DIE)

Harvard College Library

Institute for Development and Peace (INEF)

Institute for Human Rights, Abo Akademi University

Institute of International Relations, University of the West Indies

International Association for Humanitarian Medicine

International Cooperation Research Association

International Jurist Organization

International Network for Terminology (TermNet)

International Peace Institute

International Security Studies, Yale University

Japan Association for United Nations Studies

Joan B. Kroc Institute for International Peace Studies, University of Notre Dame

John F. Kennedy School of Government, Harvard University

Leuven Centre for Global Governance Studies

Manitoba Chair of United Nations Studies

Mershon Center for International Security Studies, Ohio State University

Monarch Business School

Monterey Institute of International Studies

Norwegian Institute of International Affairs

Peace and Governance Programme, United Nations University

Peace Operations Training Institute

Pontificia Universidade Católica de Minas Gerais

Ralph Bunche Institute for International Studies

School of Law, Flinders University

The Centre for International Governance Innovation

The Dickey Center for International Understanding, Dartmouth College

The Elliott School of International Affairs, The George Washington University

The Graduate Institute of International and Development Studies

United States Institute of Peace

United Nations Association of Germany

Universidad Externado de Colombia

University of Alberta

University of Cape Town, Center for Film and Media Studies

University of Denver

University of Ottawa, Centre for International Policy Studies

World Academy of Arts, Literature, and Media (WAALM) School of Cultural Diplomacy

Webster University, Vienna

World Federation of United Nations Associations

Annex III

United Nations University participating centres

Under its charter, adopted by the General Assembly in 1973, the United Nations University is a voluntarily funded autonomous organ of the Assembly that engages in research, postgraduate training and the dissemination of knowledge on pressing global problems of human survival, development and welfare that are the concern of the United Nations and its agencies. The University is organized on a networking principle.

The locations of specific United Nations University research and training activities include:

1. **United Nations University headquarters, Academic Division, Tokyo**

   http://www.unu.edu

2. **United Nations University Institute of Advanced Studies, Yokohama, Japan**

   http://www.ias.unu.edu

3. **United Nations University World Institute for Development Economics Research, Helsinki**

   http://wider.unu.edu

4. **United Nations University Maastricht Economic and social Research and training centre on Innovation and Technology, Maastricht, the Netherlands**

   http://www.merit.unu.edu

5. **United Nations University Comparative Regional Integration Studies, Bruges, Belgium**

   http://www.cris.unu.edu

6. **United Nations University Institute for Environment and Human Security, Bonn, Germany**

   http://www.ehs.unu.edu

7. **United Nations University International Network on Water, Environment and Health, Hamilton, Canada**

   http://www.inweh.unu.edu

Application Checklist

- ☐ Application form contained in annex I to the information circular.
- ☐ Proposal describing the research project:
  - ☐ Title of the research or study project;
  - ☐ Field of the research or study project;
  - ☐ Rationale for the research or study project;
  - ☐ Relationship of the research or study project to the work of the individual and to the work of the Organization;
  - ☐ Outline of topic or topics to be covered;
  - ☐ Study or research activities;
  - ☐ Detailed methodology;
  - ☐ Schedule of work of the research or study project, with an indication of any preparatory work already accomplished;
  - ☐ Usefulness of the expected outcome of the research or study project and its practical implications for the individual and the Organization.
- ☐ Written endorsement by the head of department or office or chief mission support responsible for the work of the applicant during the proposed research or study project.
- ☐ Two signed letters of recommendation written within the last year.
- ☐ Written correspondence on potential acceptance between the applicant and the proposed sabbatical institution.